

**Memorandum of the Meeting
Regular Study Session/Meeting
Twenty-Seventh Town Council of Highland
Monday, December 07, 2015**

The regular study session of the Twenty-Seventh Town Council of the Town of Highland was convened at the regular place, the Highland Municipal, 3333 Ridge Road, Highland, Indiana, in the upper meeting chambers on **Monday, December 07, 2015** at the time of 7:10 o'clock p.m.

Silent Roll Call: Councilors Bernie Zemen, Mark A. Herak, Dan Vassar and Konnie Kuiper were present. Councilor Steve Wagner was absent with notice. A quorum was attained. The Clerk-Treasurer Michael W. Griffin was present to memorialize the proceedings.

Also present: Pet Hojnicky, Police Chief; Randy Bowman, Electrical Code Inspector; Ed Dabrowski, IT Consultant (Contract); Susan Murovic, Advisory Board of Zoning Appeals; Dion Katsouros, Senior Project Manager, Skillman Corporation were also present.

Additionally present: Rachel Delaney, Calumet Humane Society CEO; and Jennifer Webber, Calumet Humane Society COO were additionally present.

General Substance of Matters Discussed or Proposed

1. *Monthly briefing (final) on Police Station Project from Dion Katsouros of Skillman Corporation.* Dion Katsouros reported on the status of the Police Station Project. Mr. Katsouros noted that the project was nearing completion and offered a brief survey of the closing tasks related to project, including the estimated timetable for the walk through, punch list and the certificate of occupancy.

The Police Chief noted that certificate of occupancy would not correspond to full transfer of operations from the Town Hall to the new building. He noted that the telephone system was installed and computers would soon follow. The Police Chief suggested that the complete move would probably take until year end at least, even with the open house and dedication ceremony being scheduled on December 19 at 10:00 a.m.

2. *Discussion of Feral Cat Challenge.* The Town Council discussed with Rachel Delaney, CEO of the Calumet Humane Society and Jennifer Webber the COO of the Calumet Humane Society a human and appropriate approach to addressing the feral cat challenge in the north side of the Town of Highland.

Ms. Delaney indicated that the current best practice is to capture the feral cats, spay or neuter and then release. It is believed that over time the population decline. Ms. Delaney and Ms. Webber discussed the cost of the service being delivered by the Calumet Humane Society, establishing a budget based upon what was affordable for the Town. The estimated cost of employing the catch, modify and release approach would be approximately \$50 per cat.

The discussion included consideration of employing adoption of some of the stray cats. It was noted that such an approach might have some utility with kittens. However, for adult cats, the feral character is established making them not appropriate for domestication. The Humane Society leaders also noted that the current protocol for catch, spay or neuter and release is far less expensive than round up and euthanizing. The Humane Society leaders suggested that persons would need to assigned to monitor the traps, in order to recover the captured cats as soon as possible following the capture.

The Town Council thanked Ms. Delaney and Ms. Webber for their briefing. They departed at this time.

3. *Discussion regarding status of Parking Regulation at Prairie Avenue from 45th Avenue to 41st in the north.* The Police Chief reported to the Town Council regarding enforcement of no parking on the section of Prairie Avenue as described, in the vicinity of the Prairie Square extended stay Hotel. The discussion included a recollection that the signs depicting no parking would be enforced by a written order of the Police Chief, pursuant to authority in the Municipal code. It was also noted that it would be desirable to have the no parking provisions included in the current traffic code.

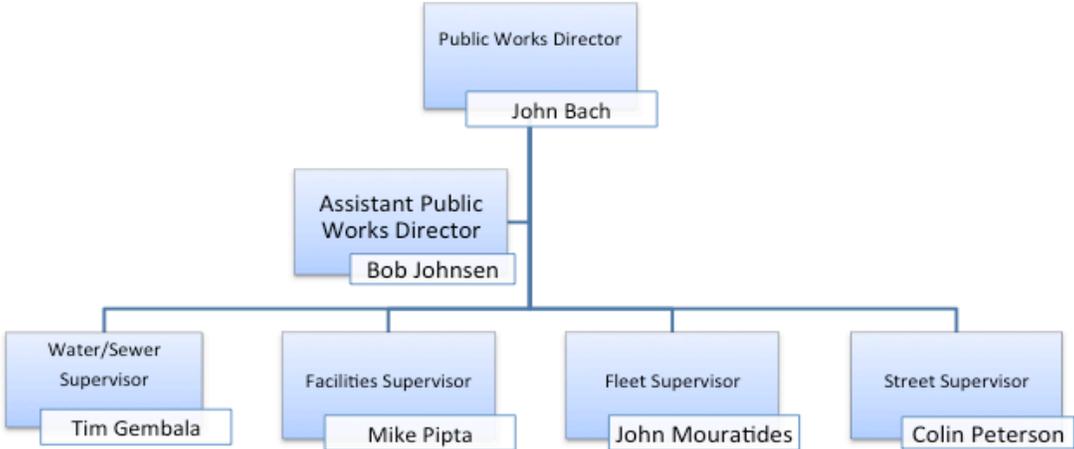
The Police Chief also discussed the status of the reciprocity or out of state license plate enforcement program, noting that Sergeant Towasnicki was experiencing great production.

4. *Discussion regarding Information Technology and a recent request for New Purchases of Computers.* The IT Consultant and the Town Council discussed the recent deferred request for the purchase of 23-24 new computers for various departments as part of the standing scheduled rotation and replacement for computers. It was noted that the deferral was due to the usually assigned appropriations in MCCD being exhausted or repurposed for other uses in the Police Department and the new facility. So, the purchase would have to wait for new budgetary resources in 2016.

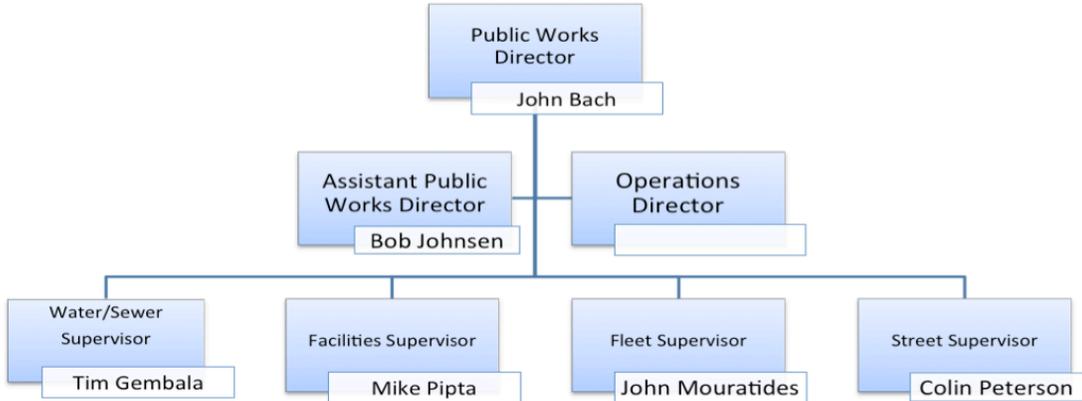
The discussion included an examination of the prospects for moving toward a paperless agenda and packet for the Town Council, perhaps equipping them with a tablet style computer. There was no resolution to the discussion.

5. *Discussion regarding the Joint Highland Munster Ambulance Service Agreement.* It was noted that the current agreement was expiring December 31. The Town of Munster was working on renewal and would have a version ready for the Town Council to review in time for action before year end. A current iteration of the agreement was provided. The current provider is Prompt Ambulance Service. It was noted that there was no desire to change the provider.
6. *Items filed for the December 14 Plenary Business Meeting Agenda.* The Town Council and the Clerk-Treasurer reviewed items that would be likely filed for consideration by the Town Council at its next Plenary business meeting. There was no objection to any matter listed.
7. *Indiana Bicentennial Flag Ceremony.* The Clerk-Treasurer reported that the Indiana Bicentennial Commission distributed special flags featuring the bicentennial logo with a request for them to be raised ceremonially on December 11, 2015 at Noon EST (11:00 Central) to mark the start of the State's series of actions to commemorate the 200th anniversary of Indiana's admission to the United States. December 11 is Statehood day.
8. *Restructuring or Reorganization of Public Works to Comport with State Law and Desired Operations.* The Town Council received an early rendering of a possible interim restructuring or staff alignment that reflected the current discussions between the Public Works Director and the Clerk-Treasurer, who were tasked with developing a proposal for the Town Council. As the matter moved forward, the Town Council would be updated. It was noted that the organizational staffing as presented in the attach chart, would be an interim step that would allow for added time to move toward the desired restructuring.

Current iteration of the staffing in Public Works



Proposed interim staffing for discussion only.



There being no further business necessary or desired to be discussed by the Town Council, the regular study session of the Town Council of **Monday, December 07, 2015**, was adjourned at 8:20 o'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer